

CoSEA Executive Council  
Wednesday, January 15, 2014, 3:30 pm

Present: Leigh-Ann Spates, Wayne Davenport, Tammy White, Christina Clark, Grady Price Blount, Derald Harp, Jim Heitholt, Brent Donham, Matt Wood, Tingxiu Wang, Sang Suh, Haydn Fox, Larry Lemanski, Kent Montgomery, Karen St. John, Ben Jang

1. SACS Update (Harp)
2. Development update and goals discussion (Wayne).
3. Introduction of new graduate recruiter (Christina Clark) with [duties](#), safety officer (Tammy White), interim financial officer (Leigh-Ann Spates) with [IE request form](#).
  - a. Discussion of potential 6% cuts
4. Enrollment trends.

CoBE	-10.5%	(graduate	-19.26%)
CoHSSA	-4.88%	(graduate	-13.09%)
CoEHS	-8.09%	(graduate	-21.43%)
CoSEA	+3.68%	(graduate	+36.88%)

  - a) Scholarships: BSC 521=48, BSC 537=50, BSC 597=49, CHEM 531=43, CHEM 527=36
  - b) Keep adding seats as needed.
  - c) May need to split larger sections.
  - d) Student Friendly: Evenings, off-site, on-line.
  - e) Create Free Course Schedule through Spring 2015 for 3/27 Mesquite event.
  - f) Need a point-of-contact faculty for each department.
  - g) Make sure they attend 3/27 Mesquite event.
  - h) Courses about to be killed: Move them to Flex with evening times? Beam to remote sites.
  - i) Please copy Christina on all recruiting efforts.
  - j) Free Scholarship choices still needed from BES and CHEM.
5. Annual workloads calculated and Reassignment Time forms as needed.
6. [Faculty Evaluations](#) due to dean's office by [January 30, 2014](#).
7. Adjunct Office Hours: At least 1 hr per class. Generally immediately before or after the scheduled class.
8. **Research space assignment is TOP priority for this week.**
9. Still need nominations or ideas for membership on CoSEA Advisory Council.
10. Still need feedback on Strategic Plan.
11. Strong support for everyone to attend 1/28 webinar for deans and department heads. See Julie McElhany's email invitation from 1/3/14. Don't forget to RSVP.
12. SWOT analysis requested by the provost for each program. Pull out your most-recent Program Review. Update with Chip's data. Maximum of ½ page. Due by next Tuesday.

See *Hanover Report*, emailed 1/8. 9:26 AM  
Are your graduate schedules student friendly (night, weekend, on-line)?
13. SACS duties: [Reminder to personally check all syllabi for compliance with 3.6.1 Edict from the Provost office now. Check each syllabus personally.](#)  
Closing the Loop on AY12-13 IE plans. Do it now; before March 3<sup>rd</sup>.
14. Other as needed.

**\*Supporting and Developing Adjunct Faculty**

Tuesday, January 28, 2014, 12:00-1:30 CT

FCTT Conference Room